



Offices (circle one): Bedford Dover Lebanon Rutland Keene

Contact Payroll: (603) 749-4504 ext.732

Fax: (603) 742-2071

Email: Payroll@LeddyGroup.com

FOR WEEK ENDING SATURDAY

MO.

DAY

YEAR

FIELD EMPLOYEE

NAME: (Print)

COMPANY NAME:

JOB SITE LOCATION:

DAY	IN	OUT	IN	OUT	TOTAL REG.	OVER TIME	TOTAL
SUN.							
MON.							
TUES.							
WED.							
THURS.							
FRI.							
SAT.							
			<b>TOTALS</b>				

It is hereby certified that the hours listed above are correct and that the work was performed in a satisfactory manner.

If your company hires a Leddy Group applicant within one hundred eighty (180) days after completion of a supplemental assignment, a full placement fee is required from the employer. The above is applicable if an applicant is hired by another department or location of the company.

To ensure accurate and timely pay, timecards are to be submitted to the Leddy Group before 10am on Mondays.\*

FIELD EMPLOYEE

SIGNATURE

CLIENT

SIGNATURE